MOTOR POOL UST CLOSURE IN PLACE

SCOPE OF WORK

1. PURPOSE

The American embassy in La Paz Bolivia needs to contract the services for closure in place of one 40m3 UST, that used to store diesel fuel and as of now is empty. This UST is made of steel and it is located in the annex building which is half block down from the embassy building.

2. SCOPE OF WORK

For the closure in place, the awarded contractor should provide materials, equipment and qualified hand labor to perform the following:

- Drain all fuel lines back into the tank
- Remove any product and sludge from tank using a vacuum pump truck (confined space entry into the tank is not required)
- Fill the tank (including the manhole) with sand all the way to the top.
- Remove vent lines
- Remove the associated dispenser

3. MATERIALS

All expendable materials required to perform this work like spill abatement products, cleaning products should be provided by the contractor.

All sand to fill the 40m3 tank should be provided by the contractor.

4. CONTRACTOR REQUIREMENTS AND RESPONSABILITIES

The contractor performing the work must be trained, experienced and certified in the fields required within the (SOW).

The contractor is responsible for providing the service, proper tools and equipment to accomplish each segment of the SOW.

Contractor shall provide all safety equipment to his workers. Any worker without the appropriate EPP will not be allowed to enter to the embassy or to work in this project.

Contractor is fully responsible for any work accident that could occur to his workers/employees during the execution of this project. Contractor should promptly report any accident or injury to the COR.

Various wastes are generated during closure. It is the responsibility of the contractor to ensure that these wastes are managed and disposed of in accordance with all applicable regulations and policy.

Present a general Hazard Assessment for the project. Refer to annex.

Before commencing the work the contractor should make a thorough site and tank assessment and present a Health and Safety Plan that contains at least the following:

- Restricting site access from vehicular or pedestrian traffic by utilizing fencing, similar barriers, security patrols or warning signs
- Monitoring for and mitigating flammable vapors.
- Elimination of ignition sources.
- The availability of a fire extinguisher at the job site which is capable of extinguishing all types of fires
- Procedures for addressing emergency situations such as fire or explosion, injury and environmental incident. Include a map showing directions to the nearest hospital as well as emergency telephone numbers.

Contractor should also present a work plan which includes, but not limited to, the following:

- A plan on how to drain all piping.
- A plan for containing small spills from disconnecting piping.
- A plan for the handling of tank liquids and sludges.
- Make sure gas pump is not energized.
- A plan on how to evacuate fuel sludge from the tank.
- A plan on how to fill the tank with the inert material.

Contractor should point out a project manager and a supervisor. Supervision should be a 100% of the time this work takes.

Contractor will be liable for any damage to the embassy property as a result of a bad execution of this work.

Contractor shall be responsible to remove all construction debris as a result of this work.
Contractor work shall not disturb the normal daily embassy work in any way.
Contractor should follow all applicable standards to this type of work stated in NFPA, OSHA and API regulations.

5. TIMELINE-SCHEDULE

Contractor shall be allowed to work from 8:00 to 22:00 from Monday to Friday and from 8:00 to 18:00 on weekends to finish up this project in two weeks.

A detailed schedule for the duration of the project should have to be submitted within 7 days after award of contract along with the Health and Safety Plan and the Work Plan.

6. SITE VISIT

Prior to submitting a bid, contractors must visit the sites to familiarize themselves with the full nature and extent of the work which may be done, and to determine existing conditions. No additional cost allowance in behalf of the Contractor will be allowed because of difficulty encountered with existing conditions. The site visit will be held on June 1, 2016 at 10:00 am at 2811 Arce Avenue, La Paz. Prospective offerors/quoters should contact Ana Cristina Gutierrez at gutierrezac@state.gov or Carlos Flores at floresc@state.gov 216 8303 or 2168768 for additional information or to arrange entry to the building.

7. PAYMENTS

The embassy will make one payment of 100% when the contractor shows that the work is done.

8. POINT OF CONTACTS

David Simpkins, Facilities Manager, 2168132/67007387, simpkinsDD@state.gov

Carlos Flores, Building engineer, 2168768/71545077, floresc@state.gov

9. ANNEX

ATTACHMENT A

CONTRACTOR SAFETY REQUIREMENTS

PROJECT: CLOSURE IN PLACE OF A FUEL TANK IN MOTOR POOL

1. PURPOSE

To inform Contractor of the general responsibilities related to Safety and Health for post managed construction projects. The responsibilities and other issues declared in this document will be applied to ALL the projects, extra or different requirements will be established directly by the Project Manager and/or the POSHO when needed.

2. GENERAL

The following is required of the contractor and subcontractors:

2.1. Contractor must demonstrate understanding of his responsibilities under Post Managed Construction Project safety program by addressing hazards in preplanning processes and meetings.
2.2. Prior to starting a project, Contractor is required to review the work site and identify hazards that may occur while performing the job.
2.3. Prior to starting a project, Contractor shall contact Contracting Officer (CO), to ensure they have received pertinent information for the project including requirements for permits, floor plans, utility information, asbestos, lead based paint and other hazardous materials.
2.4. Per 15 FAM 935, Contractor must provide their employees with a safe and healthful condition of employment.
2.5. Contractor is expected to provide a “competent person” to implement Site health and safety plan and to oversee its compliance. A competent person is an individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, is designated by the employer, and has authority to take appropriate actions.

2.6. Contractor shall be responsible for the removal and/or disposal of hazardous waste generated from the project. Hazardous waste generated from the project must be removed and disposed of in accordance with the Department's Hazardous Waste Management Policy as well as local rules and regulations.
2.7. Contractor shall ensure proper safety, health and environmental requirements of EM 385-1-1 applicable to their project are followed.
2.8. Contractor shall ensure individuals working at the site are trained and are aware of potential hazards. Contractor shall ensure that these individuals are provided with proper safety equipment to prevent accidental injury in accordance with the requirements of the contract.
2.9. Contractor will report accidents to the post POSHO or A-POSHO.

3. BARRICADING AND FENCING

Contractor has the responsibility to maintain a safe and accessible path-of-travel for all pedestrians, including those with disabilities. Barricades act as warning devices, alerting others of the hazards created by construction activities, and should be used to control vehicular and pedestrian traffic safely through or around the work site.

Contractor is required to:

3.1. Erect and maintain for the duration of the Contract proper barricades including fencing material, traffic cones, caution tape and temporary curb ramps complying with all access codes and regulations at all closed crosswalks and existing closed curb ramps.
3.2. Obtain all applicable permits required by the regulations.
3.3. Furnish, erect, and maintain all necessary signs, barricades, lighting, fencing, bridging, and flaggers that conform to the requirements set forth by OSHA.
3.4. Ensure that no construction materials be stored and/or placed on the path-of travel.
3.5. Maintain the construction barriers in a sound, neat, and clean condition.
3.6. Not occupy public sidewalks except where pedestrian protection is provided. The Contractor shall not obstruct free and convenient approach to any fire hydrant, alarm box, or utility box.
3.7. Remove barriers and enclosures upon completion of the work in accordance with applicable regulatory requirements and to the satisfaction of the owner.
3.8. Provide protection for pedestrians consistent with all local codes, including the Americans with Disabilities Act (ADA).

4. HAND AND POWER TOOL SAFETY

Contractor has the responsibility to provide safe working conditions of tools and equipment.

Contractor is required to:

4.1. Ensure the safety of tools and equipment used by its employees.
4.2. Inspect at regular intervals and maintain in good repair all tools in accordance with the manufacturers' specification.
4.3. Ensure that all operating and moving parts operate and are clean.
4.4. Require that appropriate personal protective equipment be worn for hazards that may be encountered while using portable power tools and hand tools.
4.5. Ensure that tools are used for their intended purposes.
4.6. Ensure that all employees receive instruction on regulations and the safe use of each power tool.

4.7. Provide owners' manuals including manufacturer's specifications and suggested work practices and make available upon request to all employees required to use the equipment.

5. PERSONAL PROTECTIVE EQUIPMENT

Contractor has the responsibility to provide personal protective equipment standard while performing work at the Post.

Contractor is required to comply with the following provisions:

5.1. Protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be used wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.

5.2. Each affected employee shall use appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

5.3. Each affected employee shall use appropriate respiratory protection when potentially exposed to air contaminated with harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors and when such hazards cannot be reduced or eliminated by effective engineering controls.

5.4. Each affected employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. Protective helmets shall also be worn to reduce electrical shock hazards when near expose electrical conductors which could contact the head.

5.5. Each affected employee shall wear protective footwear when working in areas where there is a danger of foot injuries due to falling and rolling objects, or objects piercing the sole, and where such employee's feet are exposed to electrical hazards.

5.6. Each affected employee shall wear protective ear-wear whenever noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 80 decibels and when engineering controls cannot reduce or eliminate the hazard.

5.7. Each affected employee shall wear protective gloves when working in areas where hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

5.8. Contractors shall provide training and upon completion, each employee shall be tested, and certified in writing by the trainer. If at any time the trained employee changes work activities requiring different PPE, or exhibits lack of understanding of the required PPE, the employee shall be retrained and re-certified.

The hazards analysis is provided at the end (Attachment 1.1) of this document to specify the Protective Equipment required for the tasks to be performed.

6. NOISE

Contractor will take care of construction generated noise pollution. Post may impose additional time limitations on particular projects expected to make noise.

Contractor is required to:

6.1. Identify noisy equipment and noisy operations and plan their work to provide maximal noise protection to employees and the community.
6.2. Schedule noisy operations during off hours if possible. Noisy construction or demolition can be performed only during the hours of 7:00 am through 7:00 pm on weekdays, and the generated noise cannot exceed 80 dB except for pile driving.
6.3. Provide a plan for how a contractor will comply with these regulations to the POSHO and/or A-POSHO in advance of the project.
6.4. Erect barriers to isolate occupied space from noisy operations when required.
6.5. Implement a hearing conservation program when employees are exposed to 80 dB or more in an 8 hour day. These programs include annual audiometric testing and require hearing protection devices, such as earplugs.
6.6. Implement engineering or administrative noise controls when exposure exceeds 85 db. Engineering controls include redesigning the space to reduce machinery noise, replacing machinery with quieter equipment, enclosing the noise source or enclosing the noise receiver. Administrative controls include mandating the length of time an employee can be exposed to a particular noise source.

7. DEBRIS AND HAZARDOUS WASTE MANAGEMENT

Contractor will take care under OBO's Hazardous Waste Management Program when handling, storing, transporting, and disposing of hazardous wastes generated at the Post. Debris handling, storing, transporting, and disposing will also comply with Post and local Safety and Health requirements.

Contractor is required to:

7.1. Identify any potential hazardous wastes associated with the planned work activity prior to commencing work.
7.2. Implement their own hazardous waste and employee training programs for the specific materials identified.
7.3. Ensure no wastes are abandoned in place.
7.4. Notify the POSHO and/or A-POSHO prior to the transportation, handling, storage and disposal of all solid and hazardous wastes potentially generated as part of the proposed work activities.
7.5. Comply with all local and OBO/OM/FAC Hazmat and Environmental Services policies and procedures.
7.6. Forward copies of all transportation, handling, storage, and disposal records including but not limited to Hazardous Waste Manifests, DOT Permits, and Disposal or Recycling certificates to the POSHO and/or A-POSHO.

8. HAZARD COMMUNICATIONS

Contractor will be responsible under OBO's hazard communication policy regarding potentially hazardous materials present on construction sites and in posts buildings.

Contractor is required to:

8.1. Maintain an effective hazard communication program.
8.2. Ensure that POSHOs disclose known site-specific hazards such as the presence of chemical, radiological or biological materials to post managed construction contractors.

8.3. Maintain and have accessible copies of Material Safety Data Sheets (MSDSs or equivalents) for chemicals brought onto post's property.
8.4. Forward MSDSs of hazardous materials (that produce strong odors) to the POSHO for review.
8.5. Use and store all hazardous or flammable chemicals, liquids, or gases brought onto the project site in approved containers conforming to post's and applicable local regulations.
8.6. Secure permits, if applicable, for the temporary storage of hazardous materials on the project site.
8.7. Ensure that spills of hazardous materials are contained and cleaned-up immediately and that all necessary means and materials are maintained at the work site to accomplish this task.
8.8. Notify the POSHO and/or A-POSHO immediately of a hazardous material spill.
8.9. Report to POSHO and/or A-POSHO immediately the discovery of any hazardous materials which has not been rendered harmless.

9. CONFINED SPACE ENTRY

Contractors will be responsible to comply with their responsibilities during confined space entry activities at posts. Types of confined space entries may include but are not limited to: telecommunication manholes, HVAC systems, sewer manholes, sewage ejection chambers, steam manholes, crawlspaces, boilers, tanks, and water-meter manholes.

Confined space is defined as any space that:

(1) Is large enough and so configured that an employee can bodily enter and perform assigned work.

(2) Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits are spaces that may have limited means of entry).

(3) Is not designed for continuous employee occupancy.

Contractors must be responsible for the following:

9.1. Identify permit-required confined spaces.
9.2. Evaluate each confined space for the following:
- Presence of explosive gases equal to or greater than 10% of lower explosive limit (LEL).
- Oxygen Deficiency and Oxygen Enriched Atmospheres
- Concentrations of Carbon Monoxide and Hydrogen Sulfide.
- Electric shocks, burns, walking/working surfaces, heat stress, noise hazards, and/or any other recognized hazard.

9.3. Control potential hazards with the following measures:
- Mechanical – Use proper lockout/tag out procedures when needed to prevent hazards within the confined space
- Ventilation – If exposed to harmful vapors or an oxygen deficient atmosphere exists; a ventilation fan shall be used for the duration of the job.
- Slips and fall – Use caution if shoes and /or ladders are wet or oily. Inspect shoes prior to entry.

- Burns and Heat Stress – The use of a ventilation fan will provide cooler temperatures. Use caution around hot equipment and avoid overexertion within the space. Take frequent breaks if needed.

9.4. Prevent an explosion, not using equipment that may cause flame or sparks in an oxygen-enriched atmosphere.

9.5. Use personal protective equipment (goggles, gloves, dust mask, respirator) when a potential hazard exists

9.6. Coordinate entry operations when employees are working in or near the area

9.7. Inform the POSHO of entry procedures that will be followed and of any hazards identified or created

9.8. Provide documentation of their company's entry procedures to Contracting Officer or POSHO before work begins

9.9. Provide rescue operation procedures.

10. ADDITIONAL NOTES

The POSHO or A-POSHO at post will report any deficiency found on the Safety inspections to the Contractor, in case it is grave, the works can be stopped until the condition is fixed. During the jobs and if different work conditions appear, POSHO or A-POSHO can indicate further safety requirements to the contractor.

ATTACHMENT B

PROJECT HAZARD ASSESSMENT

PROJECT: FUEL SYSTEMS PREVENTIVE MAINTENANCE SERVICE CONTRACT

Note: The hazard analysis and PPE related to it detailed in this document will be applied to ALL the projects according to the works done, extra or different requirements will be established directly by the Project Manager and/or the POSHO when needed, doubts about it shall be asked to them.

Date:	Location: Motor Pool/**U.S. Embassy La Paz, Bolivia** Avenida Arce #2780 La Paz, Bolivia

Assessment Conducted By:
Specific Tasks Performed at this Location:

1. Overhead Hazards

- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Energized wires or equipment that could be hit against
- Employees work at elevated site who could drop objects on others below
- Sharp objects or corners at head level
- Flying or propelled objects
- Falling objects or materials

Hard Hat Required	**Yes**	No
If yes, determine the type and class: • **Class G (impact and penetration resistance, plus low-voltage electrical insulation) when performing electrical jobs** • Class E (impact and penetration resistance, plus high-voltage electrical insulation) • **Class C (impact and penetration resistance) Hard hat for general construction jobs**		

2. Eye and Face Hazards

- Chemical splashes
- Dust
- Smoke and fumes
- Chemical gases or vapors
- Welding operations
- Projectiles
- Flying particles

Eye and Face Protection Required	**Yes**	No
Types of Eye and Face Protection		
Safety glasses or goggles	**Yes**	No
Face shield	**Yes**	No

- **Safety glasses or goggles must be used in demolition and construction jobs, also in any masonry and painting job.**
- **Specific face shield must be provided for welding jobs according to OSHA regulations apart from safety glasses or goggles.**

3. Hand Hazards

- Skin exposure (painting materials)
- Sharp edges, splinters, etc.
- Harmful temperature extremes
- Exposed electrical wires
- Sharp tools, machine parts, etc.
- Material handling
- Severe cuts, lacerations or abrasions
- Punctures
- Chemical burns and/or thermal burns

Hand Protection Required	**Yes**	No
Determine the type and class:		
Chemical Resistant	Yes	No
Temperature Resistant: **Special welders gloves**	Yes	No
Abrasion Resistant	Yes	No
Other (Explain): **Electrician gloves for possible electric works with proper isolation.** **General working gloves for construction tasks (mechanix)** **Nitrile gloves for painting jobs (according to the type of paint)**	Yes	No

4. Foot Hazards

- Heavy materials handled by employees
- Sharp edges or points (puncture risk)
- Construction/demolition
- Falling/rolling objects
- Piercing/cutting injuries
- Electrical hazards

Foot Protection Required	Yes	No

Types of Foot Protection:		
Toe protection (Steel toe)	Yes	No
Metatarsal protection	Yes	No
Electrical Insulation	Yes	No
Puncture resistant	Yes	No
Other (Explain) Waterproof Slip resistant Oil resistant	Yes	No

5. Respiratory Hazards

- Chemical exposure
- Vapors exposure
- Extreme dust exposure
- Other agents exposure that may be inhaled

Personal Respiratory Protection Required	Yes	No
Determine the type		
• Type I. Half mask respirator (no valve) **To use when painting with water based paint**	Yes	No
• Type II Half mask respirator (with valve) **To use in hot work jobs** **To use while performing demolition and construction jobs generating low quantities of dust and when panting according to the type of paint**	Yes	No

• Type III Air purifying respirator with particle cartridges **To use while performing demolition and construction jobs generating considerable quantities of dust and when panting according to the type of paint**	Yes	No
• Type V Air purifying respirator with organic vapors cartridges	Yes	No
• Other (Explain)	Yes	No

- **The half mask respirators use will depend on the quantity of dust or other materials resulting on the demolition and construction works, the kind of paint to be used and the space ventilation.**

6. Exterior Hazards (protection of the work area)

- Traffic of external personnel

Delimitation of work area required?	Yes	No
If yes, determine the type		
The work area will have to be clearly delimited and of restricted access, yellow bands and barriers must be placed to avoid the entrance of not allowed personnel, caution signs must be placed in a visible area. When not working, the area will remain perfectly closed.		
When performing hot work tasks, guards shall be used to confine the heat, sparks, and slag, welding screens according to OSHA requirements shall be placed.		

7. Noise Hazards

- Machinery noise exposure
- Demolition/construction noise exposure

Hearing protection needed?	Yes	No
If yes, determine the type		
Hearing protector attenuation must be sufficient to reduce employee exposure to a TWA of 85 dB. Check at http://www2a.cdc.gov/hp-devices/hp_srchpg01.asp for types and brands of hearing protection and their NRR.		

• Earplugs with at least 26 NRR	Yes	No
• Earmuffs with at least 23 NRR	Yes	No

- **Hearing protection will be selected according to the attenuation needed.**

8. Electrical Hazards

- Use of electrical tools
- People exposure to electric sources

Electrical issues found?	Yes	No
If yes, determine the type		
Electric tools are planned to be used, contractor must specify that the tool covers the proper safety requirements (maintenance, GFCI, guards), workers must be trained on the use of the tool and it must be regularly inspected by the contractor, if by any case the item presents a bad state or doesn't cover SHEM and Post requirements it will be replaced for a better item.		
• List of electric tools to be used and their inspection documentation needed?	Yes	No

- **Contractor MUST make a previous inspection of all the electronic items he is planning to use, in case he doesn't know the basic safety requirements needed, he shall contact A-POSHO for the information.**

9. Miscellaneous hazards

- Work on heights (fall hazards)
- Use of ladders, scaffolding or other elevated elements
- Exposure of other body parts to abrasion, laceration and burn hazards

Other protection needed?	Yes	No
If yes, determine the type		
Personal protective equipment not listed on the preceding points will be required when employees are exposed to laceration, burn, abrasion, chemical and fall hazards. Personal protective equipment to consider includes: Chaps, aprons, protective sleeves, knee pads, coveralls, safety vests, welding coats, and personal fall restraint and arrest systems.		

10. Summary of Hazard and the Required PPE at Post

Hazards Identified	**Recommended PPE**

Overhead Hazards	Class C (impact and penetration resistance) Hard hat for general construction jobs Class G (impact and penetration resistance, plus low-voltage electrical insulation) when performing electrical jobs
Eye and Face Hazard	Safety glasses or goggles Face shield for welding
Hand hazards	Special welders gloves for hot work Electrician gloves with proper isolation for electric jobs. General working gloves for construction tasks (mechanix) Nitrile gloves for painting jobs (according to the type of paint)
Foot hazards	Safety shoes that are waterproof, slip resistant, oil resistant, toe protected (steel toe), electrical Insulated and puncture resistant
Respiratory hazards	Type I. Half mask respirator (no valve) Type II Half mask respirator (with valve) Type III Air purifying respirator with particle cartridges
Exterior hazards	Restricted access barriers and signs Guards to confine the heat, sparks, and slag, welding screens when performing hot work
Noise hazards	Earplugs with at least 26 NRR Earmuffs with at least 23 NRR
Miscellaneous hazards (fall hazards included)	Protective sleeves Knee pads Welding coats Personal fall restraint and arrest systems.
Hazards Identified	**Extra Safety notes related**
Electrical hazards	Inspection of the electric tools (guards, cords, etc.)

I certify that the above inspection was performed to the best of my knowledge.

_____ _____ (Signature)
(Date)